

DRAFT
15 June 63

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Concept for Preliminary Planning Phase (Construction
at the Langley Site)

1. This memorandum recommends actions on the part of the DD/S. Such recommendations are contained in paragraph 4.

2. Attached is a proposed concept for the conduct of the preliminary planning phase, which should be used in the development of initial cost estimates for additional construction at the Langley site. This concept proposes a Steering Committee, a Building Planning Staff, tasks to be accomplished, basic policies and channels of communication. The timing of actions to be completed is predicated on the assumption that \$200,000 will be made available for support of this preliminary planning phase prior to 15 July 1963.

3. The steps that should be taken immediately to implement this concept are formation of the Steering Committee, activation of the Building Planning Staff as a new element of the Office of Logistics, and assignment of Liaison Officers to the Building Planning Staff. Other actions related to providing the necessary capabilities by 15 July 1963 for initiating development of space requirements can be accomplished upon completion of these steps.

4. It is recommended that necessary action be taken at once to provide approval of the proposed concept and to organize the Steering Committee. Following these actions, it is further recommended that you authorize the activation of the Building Planning Staff as a new

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element of the Office of Logistics and obtain the required Liaison Officers from the major components, Communications and Security for full-time assignment to the Building Planning Staff.

JAMES A. GARRISON
Director of Logistics